

APPLICATION FOR RECORDS DISPOSITION STANDARD

marta

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Marta Department Of Finance And Administration Division Of General Services 1300 Equitable Bldg. 100 Peachtree Street, N.W. Atlanta, Georgia 30303			FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 8 1976 76-77 MAR 15 1976			
4. Person to Contact Mildred Smith			5. Working Title File Clerk		6. Telephone No. 586-5081	
7. ACTION REQUESTED <input checked="checked" type="checkbox"/> ESTABLISH DISPOSITION STANDARD. RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS. NO FURTHER ACCUMULATION ANTICIPATED.						
8. Earliest & Latest Dates of Series 1972 to present		9. Exact Series Title Contract Maintenance Agreement File				
10. What is the function of the office in which this record series is created? <div style="text-align: center; padding-top: 50px;">See Attached</div>						
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to The contractual agreement between vendors and the Authority for the maintenance of office equipment and supplies. Included are: Invitation to Bids, Bid Proposals, Tabulation Sheets, Bid Check List, Proposed Agreement and Contractual Agreement. File is arranged: Numerically by Contract Agreement Number by Year.						
ATTACH SAMPLES OF THE FILE						
12. Equipment Occupied Letter-size File Drawers Legal-size File Drawers		No. of Drawers <div style="text-align: center;">1</div>	Cu. Ft. of Records <div style="text-align: center;">2</div>	Annual Rate of Accumulation <div style="text-align: center;">1 2</div>		
Floor Space Occupied (Square Feet)		In Office(s) In Storage Area(s)		This Year's Last Year's Preceding Year's All Prior Year's		
AVERAGE DAILY REFERENCES		2 1 0 0				

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- YES NO
13. ☒ ☐ Is this the Record Copy of the series?
14. ☐ ☒ Is there a duplication of this series in another office or agency?
Contracts and Procurement has record copy of contracts.
15. ☐ ☒ Is the information contained in this series ever summarized or published? Attach copy.
Any Contracts over \$20,000 is published in Atlanta Newspapers
16. ☐ ☒ Does the series contain classified information requiring security handling?
17. ☐ ☒ Does the series initiate, amend or terminate agency policies and procedures?
18. ☒ ☐ Could the function be performed if the files were lost or destroyed?
19. ☐ ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?
20. ☐ ☒ Does the record series provide data as input to an EDP file?
21. ☐ ☒ Does the record series contain documentation produced as EDP printout?
22. ☐ ☒ Has the Federal Government issued instructions governing retention/disposition of these files?
23. ☐ ☒ Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept 6 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ Other Expiration of Contract

- ☒ Hold in the current files area 1 month(s)/ 1 year(s):
- ☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 5 year(s):
- ☒ Destroy.
- ☐ Transfer to Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

26. APPROVALS

Approved Department Records Management Officer <i>William Crowder</i> 2/10/76	Approved Legal Counsel <i>Wayne Crowder</i> 3-2-76
Approved Division Head / Designee <i>Gerry L. Wiggins</i>	Approved Division of Audit <i>William Crowder</i> 3-3-76
Approved Department Head / Designee <i>Robert V. D.</i> 2/26/76	Approved MARTA Management Advisory Committee
Approved Records Management Analyst <i>Douglas M. Hair</i> 2-10-76	Approved Department of Archives and History <i>Canell Hart</i> 3-15-76

DIVISION OF GENERAL SERVICES

Functions and Responsibilities

The Division of General Services is responsible for providing office and specified supportive services to Authority staff. These services include the acquisition, management and maintenance of office and storage space for non-DTO facilities; issuance, maintenance, and storage of office furniture, equipment and supplies; provision of centralized telephone, printing, mail and messenger services; administration and management of the central office motor and bus pass pools; preparations for meetings; maintenance and management of employee coffee service and petty cash fund and the provision of a travel reservationist. Also this division provides receptionists, meeting support, janitorial services and audio-visual equipment for the Equitable Building.

Approved by:

Alan F. Kiepper
General Manager

Date:

12-18-74